USING PCMS

Hit “Cardholder”

Hit “Card Transactions”

When screen appears, hit “Find”

Click on “Accounting” which is in bold print

Go to “Action” block and click on proper entry (“Approved” or otherwise)

Enter date received, per this example: 06-16-2002

In “Agency Ref.” block, enter Ad-700 number or Unit Reference Number

In “Item Description”, enter a specific description (not office supplies, but rather, pens, pencils, etc.). CRIS number, and/or check number must be entered in this block.

If you need more room for the description, click inside “Description” box, go to top bar and click on “Edit”, click on “Edit” again and a block will appear for additional description.

In the ACCOUNTING CODE BLOCK, YOU MUST ENTER YOUR UNIT’S 10 DIGIT ACCOUNTING CODE NUMBER (ie: 3013625320). Any additional information will cause transactions to be rejected.

In “COMMENTS” BLOCK, record the waiver number used for convenience checks.

Use the top “MODIFY” to make any corrections to accounting

Budget Object can be changed (a list can be brought up of BOCs by going up to the top bar and clicking on “list” when you are in the Budget Object Box. Anything $1000 and below will be coded 2670 automatically. Be sure to code check fees 2581.

Distribution amount should be in dollars.

IF ALL INFORMATION IS CORRECT AS ENTERED/REENTERED, HIT “SAVE”

System will prompt you to make additional changes to account and if you say “no” it will flash “Transaction Completed”

Hit “Next Transaction” over to the right to enter next transaction.

To view all of your “Approved” Transactions:

1) At the cardholder pull-down menu, select [Card Transactions].
2) Click [Find] to bring up your information pertaining to you.
3) Position cursor in any field below name, i.e., merchant name and click
4) Click [Clear Form].
5) Go to top.

6) Click [Query] and then click enter. (This will take out <u>u</u> in Action Code area.
7) Place cursor in [Action Code] and key in <u>A</u>.
8) Click [Find].

All approved transactions will appear.

To view Query Database:

1) Click cardholder, select card transactions
2) Click [Find].
3) Position cursor below name, i.e., Merchant Name and click.
4) Go to TOP and click clear form.
5) Click Query and then click enter.
6) Place cursor in Transactions Amount and click.
   (For amounts over $1000, key in >1000 and click FIND; for amounts below $500, key in <500.
7) Print screen.